



Land Use Application Form

1. Application is made for:

Zoning Map Change	Use Permit	General Plan Amendment
Conceptual Plan Review	Preliminary Plat	Final Plat
PUD Zoning	Variance	Sign
Street Abandonment	Minor Land Division	Wireless Tower
Appeal	Verification of Non-Conforming Use	Utility Exemption
Site Plan Compatibility Review (Commercial)		
Other: _____		

2. Project Name: _____

Please print or type legibly

3. Contact information: *(a list of additional contacts may be attached)*

Owner Name: _____ Applicant Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

E-mail: _____ E-Mail: _____

4. Property Description:

Address or Location: _____

Existing Zoning: _____ Existing Use: _____

Proposed Zoning: _____ Proposed Use: _____

5. Purpose: *(describe intent of this application in 1-2 sentences)*

6. Certification:

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.

Owner: _____ Date: _____ **AND**

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Camp Verde must be submitted prior to having this application processed.

Applicant: _____ Date: _____



General Plan Amendment

Application Instructions

Staff Use Only	
Application Number:	_____
Received By:	_____
Date:	_____
Fees Paid:	_____
Complete:	Y N

Page 1 of 2

The Community Development Director will use the checklist in the current General Plan to determine if the requested land use is a major or minor amendment to the Land Use Map. The checklist is in Chapter 1, page 1.5 of the Approved General Plan.

Required for a General Plan Amendment

Complete sets of these documents are required at the time of application.
The required quantities are shown next to each item.

	Staff Use only
1. Pre-Application meeting with Staff	Y N
2. Application fee as per the current fee code.	Y N
3. Completed Land Use Application form	Y N
4. Written Legal description of property	Y N
5. Directions to property	Y N
6. Letter of Intent	Y N
7. Town Engineer or ADOT approval of site access (if applicable)	Y N
8. Approved request to be annexed into the Camp Verde Fire District (if applicable)	Y N
9. Site Plan (24" high X 36" wide) (25 Folded copies)	Y N
-Vicinity Map included	
-North arrow, scale (1"=100' or 1"=200'), and date of preparation.	
-Subdivision or block and lot name of the area to be utilized for a General Plan Amendment (if applicable) at the top of each sheet.	
-Locations and boundaries, including dimensions, of property(s) proposed for amendment.	
-Acreage or square footage contained within property proposed for the amendment.	
-All existing land uses in the proposed rezoning area.	
-Existing land uses on all lands adjacent to the propose amendment.	
-Location and dimensions for all existing right-of-way within, and adjacent to, the amendment.	
-Names of adjoining subdivisions with lines of abutting lots, and departing property lines of Adjoining properties not subdivided.	
-Building elevations (if applicable)	

Please Note: A request will not be scheduled on an agenda until the application is complete. Submittal of an application does not constitute a complete application until the application is verified as complete and confirmation has been given by the planning division to the applicant verbally. Once an application is deemed complete, payment will be accepted and the application will be scheduled to be heard. The applicant or their designated representative must attend the meeting when their application is being considered. Failure to attend may result in postponement of action by the Planning and Zoning Commission

10. Neighborhood Meeting Requirements:
 Property owner or designated agent must provide the Community Development Department the following information on the neighborhood meeting within 10 working days prior to the Planning & Zoning Commission Meeting hearing date.
 - a. A letter notifying neighbors within 300' of the subject property with a description of the copy of the letter sent out to all property owners within 300 feet.
 - b. Post the actual property with meeting date and time. Provide the Planning & Zoning Department with a photo of the posted property.
 - d. The applicant shall prepare a written summary of the meeting by way of affidavit, including:
 1. A sign in sheet of attendees.
 2. A summary of questions and answers which were discussed with the neighbors.
 - e. Affidavit must be completed and notarized.

General Plan Amendment

Narrative Instructions

Page 2 of 2

Narrative needs to include the following answers:

- Does the proposed amendment further the goals and policies of the General Plan?
- Does the proposed amendment meet the changing needs of the community?
- Does the proposed amendment comply with existing state and federal law?
- Is the amendment required because the land use map does not provide an alternative area for the uses proposed?
- Is the proposed amendment an improvement to the General Plan?
- Does the amendment benefit the entire community as opposed to a particular party in response to short term development opportunities?
- Is the amendment justified by similar development in the area?
- Will the community not be adversely affected:
 - a. Altering accepted land use patterns?
 - b. Requiring unscheduled infrastructure improvements?
 - c. Creating increased traffic on adjacent roadways?
 - d. Incompatibility with existing and anticipated neighboring land uses?
- Is the proposal compatible with the intent of the General Plan?

Affidavit

I _____ owner of parcel _____ have notified my neighbors within 300' of my residence, by sending letters on _____ to notify them of the neighborhood meeting that I conducted on the _____ day of _____ 20____.

I posted my property with meeting date and time on the _____ day of _____ 20____.

I _____ owner of parcel _____ have provided a summary of Neighborhood meeting I conducted to the Planning & Zoning Department of Camp Verde within 15 days attesting to the issues and concerns discussed at the Neighborhood Meeting held on the _____ day of _____ 20____.

Summary

Statement: _____

If Summary statement is too long, attach a copy.

State of Arizona}

County of Yavapai}

Signature of Document Signer No. 1

Signature of Document Signer No. 2

Subscribed and sworn to (or affirmed) before me this _____ day of _____ 20____.

Signature of Notary

Neighborhood Meeting Sign in Sheet

PLEASE PRINT

[illegible]



Directions to Property

Assessor's Parcel Number _____

Applicants Name _____

Property Address _____

Directions To Property:
